

**CODE OF ETHICS**  
**FOR**  
**THE KING FAHAD ACADEMY**

In recognizing the magnitude of our responsibility to learners and to society, we have adopted this Code of Ethics which reflects and promotes the aspirations of our profession and the King Fahad Academy. All the King Fahad Academy educators and staff are required to adhere to the terms of this Code of Ethics listed below:

**RESPONSIBILITY TO STUDENTS**

1. We shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
2. We shall respect the constitutional rights of all students.
3. We shall take reasonable measures to protect the health, safety, and the emotional well-being of students.
4. We shall not use professional relationships or authority with students for personal advantage.
5. We shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
6. We shall not knowingly make false or malicious statements about students.
7. We shall refrain from subjecting students to embarrassment or belittling.

## **B. RESPONSIBILITY TO PARENTS AND COMMUNITY**

1. We shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
2. We shall endeavor to understand community cultures and diverse home environments of students.
3. We shall not knowingly distort or misrepresent facts concerning educational issues.
4. We shall distinguish between personal views and the views of The King Fahad Academy as an education establishment.
5. We shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
6. We shall not use institutional privileges for private gain, for the promotion of partisan political activities, or for promoting particular ideological doctrines.
7. We shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.
8. We shall not engage in any act or be party to any act that presents an actual or potential conflict of interest situation where individual gain may be made by staff member(s) from conducting business that potentially may conflict with the business or operational interests of the KFA. If there are situations that staff members have doubts about, such cases shall be promptly brought to the attention of Senior Management of the KFA for proper decision.
9. We shall not disclose confidential information to parents outside the school without the Academy's prior written consent (Data Protection Act).

## **C. RESPONSIBILITY TO EACH OTHER**

1. We will provide equal employment opportunity and maintain diversity and fairness. Diversity in the KFA is a fundamental part of our overall Human Resources strategy
2. We will make employment decisions without regard to race, color, religion, national origin, citizenship, age, sex, gender, sexual orientation, marital status, or any other characteristic protected under applicable laws and regulations.

3. We will endeavor to treat employees in a fair and impartial manner. The KFA Management team (that is all employees who directly or indirectly supervise or direct other employees on a full-or part-time basis) will not favor any employee in assignment, compensation, promotion or similar matter based on any personal friendship or financial or social relationship with the employee or in violation with the KFA equal opportunity policy.
4. We shall have due regard to the Islamic character of the KFA and shall not do or say anything detrimental to the KFA, other employees of the KFA, students of the KFA, or their respective family members.

#### **D. RESPONSIBILITY TO THE EDUCATION PROFESSION**

1. We shall exemplify behaviors which maintain the dignity and integrity of the profession.
2. We shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. We shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
4. We shall not use coercive means or give special treatment in order to influence professional decisions.
5. We shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparedness and legal qualifications.
6. We shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

#### **E. RESPONSIBILITY TO INFORMATION TECHNOLOGY**

1. We will not waste or destroy the KFA's assets. The KFA provides us with supplies, software, networks, and electronic equipment and systems (such as computers, telephones, internet access, voicemail and email) to help us perform our duties. These assets are provided for the purpose of KFA business use.
2. We understand that incidental personal use of the KFA's IT assets is permitted on a limited basis that does not interfere with the business or interests of the KFA in any way.

3. We will not use, or permit any third party to use KFA-owned software, networks, electronic systems or equipment for non-KFA purposes.
4. We will not use the IT network to distribute false, threatening, violent, pornographic, or morally unacceptable content.
5. We understand that the KFA management may at anytime monitor and review any KFA equipment, or systems, unless and to the extent that such review and monitoring is otherwise prohibited by applicable law.
6. We will not install any software programs, devices, or appliances on the KFA computers or information technology systems unless approved by our information technology department.

#### **F. RESPONSIBILITY TO OWNERSHIP AND PROTECTION OF INTELLECTUAL PROPERTY**

1. We recognize that the KFA owns all rights, title and interest in intellectual property including trademarks, patents, ideas, data, processes, business methods, computer software programs and discoveries, conceived or developed by us during our term of employment, relating to actual or anticipated business of, or research or development by the KFA.
2. We will also respect and safeguard the intellectual property of the KFA.
3. We will not reproduce, destroy or alter copyrighted materials without permission of the copyright owner.
4. We will use software according to the license terms.
5. We will honor the KFA copyright to intellectual property if and when it is used out side the Academy.

#### **G. RESPONSIBILITY TO COMMUNICATIONS**

1. We will refer all calls from the media, such as questions from reporters and requests for interviews or photos, to the Public Relations Officer of the KFA.
2. We will only respond to media requests which have been authorized by the Director of the KFA.

3. We will take care not to disclose any confidential personnel or business information through public or casual conversation, with the media or others.

#### **H. RESPONSIBILITY TOWARDS GOOD CITEZENSHIP**

1. We will report all suspected violations of the Code of Ethics, including our own, so that the KFA can investigate and resolve such reports.
2. We will not retaliate against anyone who has made a good-faith inquiry or report of a suspected violation of the Code of Ethics. If we become aware of another employee reporting an allegation, we will hold that information in confidence to the extent possible, and will not provide any information or report or substance of the allegation to any other employee or non employee, unless we are requested by the Director of the KFA or required by law or this Code of Ethics to disclose that information.
3. We are responsible for the integrity of the information, reports and records under our control. We will maintain our records in sufficient detail to accurately reflect all KFA communications
4. We will make sure that all communication is made with management authority and in accordance to applicable laws and regulations.

*Each KFA employee will, on annual basis read and sign the KFA Code of Ethics and individually certify compliance with the principles in the Code of Ethics and key policies in the Staff Hand Book.*

### **THE CODE OF ETHICS AND HANDBOOK KEY POLICIES**

I have received, carefully read, and understand The Code of Ethics and Staff Hand Book.

I will comply with the terms of The Code of Ethics, School Policies, and all other policies and procedures of the KFA.

I am also responsible to disclose any violation of the Code of Ethics by myself or others.

I understand that I will be subject to disciplinary action, up to and including termination, if the KFA determines that I have violated the Code of Ethics or School Policies.

**Employee's Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_